

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-SAMP-PROC-8		Page 1 of 5
Title: Collection, Packaging, and Shipping of Finished Drinking Water Samples		
Revision: 1	Replaces: 03/01/01	Effective: 10/01/01

1. Purpose:

To provide standard procedures for collecting, packaging, and shipping finished drinking water samples to be analyzed for the USDA AMS Pesticide Data Program (PDP).

2. Scope:

This Standard Operating Procedure (SOP) shall be followed when collecting finished drinking water samples for PDP.

3. Outline of Procedures:

- 5.1 Collection of Finished Drinking Water Samples
- 5.2 Packaging of Finished Drinking Water Samples
- 5.3 Shipping of Finished Drinking Water Samples

4. References:

- Great Lakes Environmental Center (GLEC) Sampling Instructions, September 24, 2001
 - USDA/AMS PDP Water Monitoring Survey for California, December 14, 2000
 - AMS/USGS Meeting, Los Angeles, California, November 13, 2000
 - AMS/USGS Meeting, Albany, New York, November 6, 2000
 - DRAFT: Surface Water Monitoring Data Acceptance Criteria, November 5, 2000
 - USDA/AMS PDP Federal/State Meeting, October 31-November 2, 2000
 - EPA Unregulated Contaminants Monitoring Rule (UCMR) Assessment Sampling Instructions, September 17, 1999.
 - Field Guide for Collecting and Processing Stream-Water Samples for the National Water Quality Assessment Program (Larry Shelton, USGS; Report 94-455; 1994)
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5. Procedures:

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline.

5.1 Collection of Finished Drinking Water Samples

a. Collection of Finished Drinking Water Samples

1. Sampling will be performed by Water Treatment Facilities participating in the PDP water monitoring program. A water sampling kit will be furnished to each facility prior to sample collection date in accordance with a schedule developed by PDP.
 2. Samples will be collected in accordance with instructions provided in the sampling kits.
 3. Remove any aerators from the tap and let the water run for 10 minutes.
 4. Three, 1-liters samples of finished drinking water will be collected in amber glass bottles with Teflon-lined caps. The bottles will not be rinsed, as they contain dechlorinating chemicals. The bottles will be filled under a flowing tap of the finished drinking water source, filled to the neck, and capped.
 5. At the site designated for QA/QC analysis, a field blank will be generated. A field blank will be generated by collecting 3, 1-liter bottles of pesticide-free water, which will be provided in the sampling kit. The water will be poured into the sample collection bottles at the designated QA/QC site. The field blank will reflect any airborne contamination and is used to demonstrate that samples are not compromised during transport to the laboratory.
 6. Samplers shall complete all applicable information on the sample tracking form, which is provided in the sampling kit.
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7. Any instances of nonstandard sampling (for example, no sample due to problems at the municipal water plant) shall be noted on the forms by sample collection personnel or laboratory staff upon receipt of the samples.

5.2 Packaging of Finished Drinking Water Samples

- a. Samples shall be packed by the sample collector.
- b. Each official container (bag or bottle) will be prelabeled to identify the sample with the date and site code. The sample collector shall date and initial the sample collection bottle and sign off on the enclosed sample collection form. Once the sample has been sealed in the official sampling bottle, it may not be transferred to a different container at a later time.
- c. Glass sample bottles shall be placed the insulated sampling kits with the frozen packs to keep samples cool. Freezer packs shall be placed in the kits for shipping in accordance with enclosed instructions.
- d. Coolers shall be sealed with the tape provided in the sampling kit.

5.3 Shipping Finished Drinking Water Samples

- a. Samples shall be shipped on the same day they are collected and mailed using the preaddressed, prepaid shipping label provided in the sampling kit.
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Revision 1

October 2001

Monitoring Programs Office

- Modified to reflect the change in sample collection mechanism (that is, from the use of United States Geological Survey personnel to water treatment facility personnel with the use of a sampling kit).
 - Deleted sample filtration procedure, as this function, when performed, will be accomplished in the laboratory
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